

ADMINISTRATIVE - INTERNAL USE ONLY

31 December 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (24 - 31 December 1986)

1. The Agency's Forms Officer in the Information Resources Management Division received a priority request from the Office of Finance for [] copies of the new Federal Employee Withholding Allowance Certificate (W-4) form. He, in turn, ordered the new form from the Internal Revenue Service and it is expected to arrive within 7 - 10 days.

2. Remodeling activity has finally begun at the Agency Archives and Records Center. Electricians are relocating electrical wiring which will allow the removal of storage shelves and the laying of tracks and mechanism to motorize new shelves that will be installed. When completed in July 1987, the new moveable shelving will increase storage capacity by nearly 20,000 cubic feet.

3. The backlog of initial FOIA/PA requests continues to decrease; it is now 1171. This compares with 1640 one year ago and 2955 two years

Attachment

ADMINISTRATIVE - INTERNAL USE ONLY

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31 December 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (24-30 December 1986)

	<u>24-30 Dec 1986</u>	<u>1986 Weekly Average</u>
1. <u>The Week in Review</u>		
a. New cases	50	60.7
b. Cases closed	55	69.8
c. New appeals logged	4	3.0
d. Appeals closed	5	3.4
e. Manpower (man-weeks)	53.4	92.7
2. <u>Current Backlogs</u>		
a. Initial requests - 1171		
b. Requests in administrative appeal - 166		
c. Requests in litigation - 48		

3. Spotlighted Requests

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HGH/FBR:krc, [] (31 December 1986) (FINAL)

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ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE OFFICIAL USE ONLY

30 December 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 23 December - 30 December 1986

There were no significant developments in CRD this week.


C/CRD

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ADMINISTRATIVE OFFICIAL USE ONLY

30 December 1986

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (24 - 30 December 1986)

SIGNIFICANT ITEMS/EVENTS

1. The Agency Forms Officers received a priority request on 29 December from the Office of Finance for [] copies of Form W-4 (Employee Withholding Allowance Certificate), a new Federal form. The form has been requested from the Internal Revenue Service and is expected to be received within 7-10 days.

2. Electricians are on-site and work has begun for the installation of moveable shelving at the Agency Archives and Records Center. At the completion of the installation most of the shelving at the center will be moveable.

3. Records Center personnel performed the following activities during the week:

RAMS: Made 12 additions, 1 change and 10 deletions
ARCINS: Jobs received/edited - 9
Jobs keyed - 8 consisting of 283 entries
Jobs proofed - 5
Jobs corrected - 7
Jobs completed - 2
Status changes - 7
Status changes proofed - 5
ACCESSIONS: Received 12 jobs totaling 83 cubic feet
REFERENCE: Serviced 761 requests for records

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DA/OIS/IRMD, asc (30 December 1986)

Distribution:

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ADMINISTRATIVE - INTERNAL USE ONLY

30 December 1986

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
24 December - 30 December 1986

1. RPD is currently processing 138 jobs, an increase of one over last week. There are no significant activities to report.

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